



JOB DESCRIPTION

JOB TITLE:	Director of Business Assistance & Housing	
DEPARTMENT:	Business Assistance & Housing Services	
REPORTS TO:	City Manager	DATE: April, 2009
EMPLOYEE UNIT:	Management & Confidential	Supersedes: September, 2006
FLSA EXEMPT:	Yes	

JOB SUMMARY: Under administrative direction of the City Manager, the Director of Business Assistance and Housing administers, plans, and implements the economic development, redevelopment, and affordable housing activities of the City and the Redevelopment Agency; performs related work as required.

CLASS CHARACTERISTICS: This is an executive management position, with full responsibility for managing the activities of the department through subordinate professional staff. Successful performance of the work requires the ability to independently implement and administer the policies and goals of the Redevelopment Agency, and the City's economic development program and affordable housing services.

This is an "At-Will" classification which means the Director of Business Assistance and Housing serves at the will of the City Manager and may be removed at any time without cause, notice, or right of appeal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

Redevelopment Function:

1. Plan, organize, coordinate and directs the day-to-day administration and operations of the City's redevelopment program including land acquisition, project planning, development and management.
2. Organize and attend all meetings of the Redevelopment Agency.
3. Prepare, administer, and implement the Redevelopment Agency's annual work plan and budget.
4. Oversee the amendment of the Redevelopment Plan as needed, 5 Year Implementation Plan, and annual HCD reporting.
5. Prepare Disposition and Development Agreements and Owner Participation Agreements including the evaluation of projects to assess financial feasibility and the need for financial assistance.

6. Assist with negotiations with persons or firms for the purchase, sale and redevelopment of properties in the redevelopment project area.
7. Coordinate relocation of businesses and residents
8. Advises and makes recommendations to the Executive Director of the Redevelopment Agency on all matters relating to RDA functions.
9. Coordinate the Redevelopment program with other City programs and departments.
10. Assist with the development of community facilities including project design.

Economic Development Function:

1. Direct staff working with commercial brokers, developers, businesses, and other agencies to coordinate activities aimed at obtaining necessary requirements for new development prospects.
2. Direct staff that prepares and implements economic development marketing strategies including the preparation of brochures and related materials, advertising campaigns, participation in regional economic development activities and organizations, and attendance at selected trade shows and conferences as needed.
3. Confer with government officials and City staff to affect changes in local policies or ordinances to encourage new development and/or streamline processes.
4. Direct staff and others responsible for business attraction, expansion, and retention activities.
5. Direct staff that assists in facility location by providing information on zoning, methods of financing, sites and equipment.
6. Negotiate development agreements and economic incentive packages on a case- by-case basis
7. Select, evaluate and assign work to department personnel and provide for their training and professional development.
8. Develop and maintain economic development partnerships with the Morgan Hill Chamber of Commerce and downtown merchants/property owners.
9. Oversee the development and administration of various economic development financing programs such as the façade improvement grants and fee financing programs.

Housing Services Function:

1. Direct staff working with developers to coordinate activities aimed at obtaining necessary requirements for new affordable rental and for-sale housing developments.
2. Direct staff that negotiate and prepare agreements for the development of affordable housing projects.
3. Confer with government officials and city staff to affect changes in local policies or ordinances to encourage new affordable housing development and/or streamline processes.
4. Oversee staff that administer and manage the BMR rental and ownership programs, CDBG program, housing rehabilitation programs, and mobile home and senior home repair programs.
5. Provide staff support to the Mobile Home Rent Commission.
6. Prepare correspondence and answers specific requests for information.
7. Select, evaluate and assign work to department personnel and provide for their training and professional development.
8. Direct staff in the development of new housing programs and projects.
9. May serve as Acting City Manager in City Manager's absence.
10. May serve as Acting Executive Director of the Redevelopment Agency in Executive Director's absence.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in business, economics, public administration, urban planning or closely related field. Master's degree in Public Administration or related field desired.
2. Substantial professional experience in municipal public administration including five years involving the formulation, presentation and implementation of economic development and redevelopment programs. Exposure to planning, building, housing, and land development is highly desired.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Real estate license or certification as economic development professional desired.

Knowledge of:

1. State of California Redevelopment Law.
2. Federal and state grant regulations and private sector development techniques.
3. Tax increment financing.
4. Economic, industrial and commercial development.
5. Housing programs
6. Principles, practices, of administration and budgeting.
7. Research methods and the source of information pertaining to economic development and business retention.
8. Economic development planning relating to City growth, land use, circulation, site planning and urban design.
9. Real estate development and financing.
10. Pro forma Evaluation and analysis.
11. Affordable housing development and financing.

Skill in:

1. Preparing comprehensive reports with clarity and accuracy.
2. Making verbal reports and presentations at public meetings.
3. Developing, implementing and interpreting policies, procedures, goals, objectives and work standards.
4. Providing strong administrative, fiscal management and policy analysis.
5. Negotiating projects and real estate transactions.
6. Preparing and analyzing planning studies.
7. Use of common office software including Microsoft Office.
8. Supervision and direction of assigned staff.
9. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Exercise sound independent judgment within general policy guidelines.
2. Establish and maintain effective working relationships with City officials, City staff, business representatives and other governmental agencies.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office; some travel is required.
2. Noise level in the work environment is usually moderate.